



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Controller

Division: Central Office

Sub-Section:

**TITLE:** A-95 Clearinghouse Applications

**CUTOFF:**

**DESCRIPTION:** Control sheets of pre-application notices submitted for the Department of Mental Health for review and comments prior to applying to the Federal Government

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5791

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

**TITLE:** DMH-100's

**CUTOFF:**

**DESCRIPTION:** Documents for inputting AOA- POS client information on the census system. (original in client file at vendor and fiche of census file up dated every three months.)

**RETENTION:** Years: 0 Months: 3 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5797

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

**TITLE:** Expenditure Report

**CUTOFF:**

**DESCRIPTION:** Computer report of expenditures for repair replacements, operations and improvements.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5782

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Controller

Division: Central Office

Sub-Section:

**TITLE:** Federal Grant Applications

**CUTOFF:**

**DESCRIPTION:** Applications for Federal Government assistance

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5792

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

**TITLE:** Federal Grants

**CUTOFF:**

**DESCRIPTION:** Assistance programs applied for by this division

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5793

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

**TITLE:** Labor Distribution Reports

**CUTOFF:**

**DESCRIPTION:** Computer report of cost of labor areas

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5780

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Controller

Division: Central Office

Sub-Section:

**TITLE:** Nursing Home Activity Report

**CUTOFF:**

**DESCRIPTION:** Requests for funds to pay all or to supplement the cost of nursing home care

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5784

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

**TITLE:** Operating and Capitol Improvement Budgets

**CUTOFF:**

**DESCRIPTION:** For repairs and replacements and capitol improvements- Submitted to the General Assembly for funding appropriations.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5790

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

**TITLE:** Patient Funds

**CUTOFF:**

**DESCRIPTION:** Concentrated Bank Account, investments. These are non-appropriated funds

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 5795

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Controller

Division: Central Office

Sub-Section:

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**TITLE:** Personal Services Summary

**CUTOFF:**

**DESCRIPTION:** A report of personnel cost by payroll title within service to date and projects the cost-to-continue to the end of the fiscal year for comparison against personal services appropriation

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5783

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/18/1983

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